

PCN STAFF ORIENTATION CHECKLIST

PCN Staff Name: _____

PCN Staff Position: _____

Method of Payment: Salary/Wages

FTE: FT/PT/Casual/Temporary

IHA PCN Manager – Access and Notification

- Meditech Access – IHA PCN Manager
- Pharmanet/Prime has been set up (RN Only) - IHA PCN Manager
- Staffing Access for Shifts - IHA PCN Manager
- Host clinic made aware of staffing changes – IHA PCN Manager
- Application for Billing Number (NP/RN/LPN/RPN)
<https://www2.gov.bc.ca/assets/gov/health/forms/2871fil.pdf>

Clinic Support Team – Letters & Discussions

- Encounter Record Submission Authorization -
<https://www2.gov.bc.ca/assets/gov/health/forms/2871fil.pdf>
- Welcome Bio of PCN Member for clinic wait room.
- Scope Discussion with providers in clinic and AHP
- Fee for Service and Longitudinal Family Practice Overview
- Clinic Dress Code/Workflow/Team-Based Care Discussion
- Clinic Culture Discussion
- Deliverables/Data Collection Discussion

PCN Staff Signature: _____

Orientation Completed By: _____

Date of Orientation: _____

